

Credit River Township Board Meeting

Monday, March 6, 2017 6pm

Meeting Minutes

Members Present: Chairman Kostik, Supervisor Schommer, Supervisor Lawrence, Supervisor Howe

Members Absent: Vice Chairman Novak

Others Present: Engineer Nelson, Attorney Ruppe, Treasurer Hill, Clerk Donovan

6PM: Call Month Board Meeting to Order, Pledge of Allegiance

1. Approve or Amend Agenda

Supervisor Lawrence requested to add Park Mowing under New Business as Item 3.

Supervisor Schommer requested to add Rock Gravel to Road Report as Item 1. Chairman Kostik requested to add Scott County Planning to Old Business as Item 3.

Motion to approve the Agenda as amended: Supervisor Lawrence

Second: Supervisor Schommer

Motion Passed: 4-0

2. Consent Agenda

- 1) February 6, 2017 Board Meeting Minutes
- 2) 2017 Board of Audit Meeting Minutes
- 3) January 2017 Treasurer's Report
- 4) February 2017 Developer's Escrow Statement

Motion to approve the consent agenda: Supervisor Schommer

Second: Supervisor Howe

Motion Passed: 4-0

3. 2016 Audit Report Presentation

Mr. Brad Falteysek from Abdo Eick and Meyers, LLP presented the board with the Credit River Township 2016 Audit Report. No significant findings were noted. The 2016 Credit River Township Audit report will be available for public review at the town hall upon request.

4. Open Forum

Deputy Lueck gave a Sherriff's report.

5. Old Business

1) Skluzacek – Lot Split

Engineer Nelson updated the board on the Skluzacek Lot Split request, which was presented to the board for their recommendation. Engineer Nelson reviewed the outstanding questions from the prior recommendation request. The Wetland

Delineation has been completed and approved, the Outlot changes to ROW were made. One outstanding item is Outlot D, which is still in process but should not cause the delay in making recommendation and will be a Scott County issue. Engineer Nelson recommends the township recommend approval to Scott County for the Skluzacek Lot Split.

Motion to recommend approval by Scott County of the Skluzacek Lot Split by Credit River Township. Scott County will negotiate outlot D: Supervisor Schommer
Second: Supervisor Howe
Motion Passed: 4-0

Clerk Donovan will send the Recommendation of Approval form to Scott County.

2) Scottview – Late Prepayment

Treasurer Hill reviewed the issue of a request to allow a resident to pay the total assessment for the Scottview Road Project and waive the interest since the new homeowner claims he did not receive the prepayment notification of the due date for the assessment. The tax payer on record was sent the assessment notice, however, the Scott County records were not updated by the time the assessment roll was compiled. Attorney Ruppe was asked for input. The Board feels that the statute was followed and the affidavit is on record that the mailing was done as required and the interest will not be waived. Treasurer Hill will contact the homeowner.

3) Scott County Area Planning Meeting

The Scott County Area Planning Meeting will be held at Credit River Town Hall on March 15, 2017, regarding the 2040 Comprehensive Plan. Chairman Kostik advised the board that Cindy Nash is willing to attend as the Planner in collaboration with New Market at a rate of \$101/hr.

Motion to authorize the employment contract with Cindy Nash, Collaborative Planning, LLC in the amount of \$101/hour for collaborative planning to represent Credit River in planning activities for the Credit River 2040 Comprehensive Planning and planning with the county : Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 4-0

6. New Business

1) City of Savage Recycle Day

Clerk Donovan asked about Credit River participation in the Savage Recycle Day, May 6 and if the board approves of the ad expenditure, which is approximately \$300 for the Prior Lake American and Lakeville Sun. Supervisor Lawrence questioned whether Scott County funds were allocated and as in prior years are transferred to Savage for the townships participation in the Recycling Day. Supervisor Lawrence will contact Scott County regarding the allocation of funds to be used for recycling.

Motion to approve to transfer of funds from Scott County to Savage for the Savage Recycling Day, contingent on approval of two supervisors. Supervisor Schommer
Second: Supervisor Howe
Motion Passed: 4-0

2) Financial Record Retention

Treasurer Hill inquired about the time period required for the financial record retention. Attorney Ruppe advised the use of Minnesota Association of Township website for a list of the record retention, which varies depending on the record.

Motion to keep records for the statutory period of time: Supervisor Howe
Second: Supervisor Schommer
Motion Passed: 4-0

3) Park Mowing

Supervisor Lawrence received call inquiring about the park mowing and whether bids would be taken. Mark's Bobcat is current contractor. The board is pleased with the work and response from Mark's Bobcat and will continue to use as the park mowing contractor for 2017.

7. Road Report

1) Gravel

Supervisor Schommer asked the board if the township wants to go out to bid for the gravel work. Board will receive quotes for gravel. Supervisor Schommer advised the grading is being done.

8. Engineer's Report

1) Valley Oaks

Engineer Nelson met with Supervisor Schommer and Supervisor Lawrence regarding tree removal in the Valley Oaks area for the road project. Most of the tree removal has now been done. Engineer Nelson advised the culverts were inspected and are in good condition and will possibly narrow the scope of the project. Mark's Bobcat has submitted quotes for culvert extension and ditch cleaning.

Motion to receive additional quotes for the culvert extension and ditch cleaning. The board delegates the decision of the contractor to Engineer Nelson: Supervisor Schommer
Second: Supervisor Howe
Motion Passed: 4-0

Engineer Nelson advised the board that the Valley Oaks Overlay and Century Hills Overlay project plans going out for contractor bid will be combined.

9. Treasurer Report

1) Transfer Funds

Treasurer Hill is requesting a transfer of \$23,000 from savings to checking for the payment of claims.

Motion to approve the transfer of \$23,000 from the Credit River Township Savings to Checking for the payment of Claims: Supervisor Lawrence

Second: Supervisor Howe

Motion Passed: 4-0

2) Escrow update

Treasurer Hill gave the board an update on escrows:

- Albain: Treasurer Hill has requested additional \$600.
- Van Zee: Treasurer Hill requested \$1,000 and payment has been received
- Skluzacek: Current balance is under \$100. Engineer Nelson will have time to add to this and will advise Treasurer Hill. Mr. Skluzacek will be informed if additional funds are needed.
- Short Elliott Hendrickson – Cty 68 & Cty 27 Roundabout. Current balance is under \$100. Engineer Nelson will advise if he has additional time to add.

10. Clerk's Report

1) 2017 Annual Meeting Agenda

Clerk Donovan requested the board to review the agenda for the 2017 Annual Meeting.

11. Town Hall

12. Review and Pay Bills

Chk # /ID	Vendor	Date	Amount	Comments
428E	Minnesota Revenue	3/6/2017	\$124.65	Minnesota Withholdings
429E	EFTPS	3/6/2017	\$1,654.50	Federal Withholdings
430E	Pera	3/6/2017	\$749.75	Pera
431E	Anchor Bank	3/6/2017	\$40.00	Scanner and ach fee
432E	Visa Community Card	3/6/2017	\$242.68	Icontact, office Supplies, Carbonite renewal
Paid Chk# 009196	AL NOVAK	3/6/2017	\$748.03	February 2017 Svc Paid in March
Paid Chk# 009197	BRENT LAWRENCE	3/6/2017	\$914.26	February 2017 Svc Paid in March
Paid Chk# 009198	CHRIS KOSTIK	3/6/2017	\$675.06	February 2017 Svc Paid in March
Paid Chk# 009199	DOMINIQUE SCHILKE HILL	3/6/2017	XXXX	February 2017 Svc Paid in March
Paid Chk# 009200	KAREN DONOVAN	3/6/2017	XXXX	February 2017 Svc Paid in March
Paid Chk# 009201	LEROY SCHOMMER	3/6/2017	\$692.62	February 2017 Svc Paid in March
Paid Chk# 009202	PAUL HOWE	3/6/2017	\$872.94	February 2017 Svc Paid in March
Paid Chk# 009203	ABDO EICK & MEYERS LLP	3/6/2017	\$6,500.00	FYE 2016 Audit - Final Payment
Paid Chk# 009204	BOHNSACK EXCAVATING INC.	3/6/2017	\$2,285.00	Hoe-Dig out and grade ditch
Paid Chk# 009205	BRENT LAWRENCE	3/6/2017	\$59.65	February Expense Reimbursement
Paid Chk# 009206	CENTERPOINT ENERGY	3/6/2017	\$96.37	Acct #5179787-6; Town Hall Gas
Paid Chk# 009207	CHORES AND MORE BY HEIDI INC	3/6/2017	\$85.00	Town Hall Full Clean - 1/31
Paid Chk# 009208	CITY OF LAKEVILLE	3/6/2017	\$731.51	Plowing & De-icing Judicial Ro

Paid Chk# 009209	DOMINIQUE SCHILKE HILL	3/6/2017	\$50.00	February Expense Reimbursement
Paid Chk# 009210	ECM PUBLISHERS INC	3/6/2017	\$36.81	Agenda 2/6/2016 Board Meeting
Paid Chk# 009211	G&K SERVICES	3/6/2017	\$41.00	Town Hall Rug Service February
Paid Chk# 009212	GALLAGHERS	3/6/2017	\$3,689.00	February 2017 Winter Road Mtc
Paid Chk# 009213	GOLIATH HYDRO-VAC INC	3/6/2017	\$562.50	Jet out culverts; 230th St &
Paid Chk# 009214	HAKANSON ANDERSON ASSOC INC	3/6/2017	\$21,438.92	Valley Oaks Overlay 2017 - Eng
Paid Chk# 009215	INTEGRA TELECOM	3/6/2017	\$650.68	Acct#141989 - Townhall Phone
Paid Chk# 009216	KAREN DONOVAN	3/6/2017	\$56.96	February Expense Reimbursement
Paid Chk# 009217	LEROY SCHOMMER	3/6/2017	\$250.00	February Expense Reimbursement
Paid Chk# 009218	MARKS BOBCAT SERVICE, INC.	3/6/2017	\$11,271.50	Town Hall Lot & Sidewalks Janu
Paid Chk# 009219	MATIT	3/6/2017	\$1,000.00	Planning and Zoning Litigation
Paid Chk# 009220	MVEC	3/6/2017	\$922.26	Electricity
Paid Chk# 009221	NATURAL SYSTEMS UTILITIES MN	3/6/2017	\$5,796.26	CSTS
Paid Chk# 009222	PAUL HOWE	3/6/2017	\$44.73	February Expense Reimbursement
Paid Chk# 009223	SARAH LEVOIR	3/6/2017	\$195.00	Consulting February 2017
Paid Chk# 009224	SW NEWSMEDIA	3/6/2017	\$56.66	Legal Notice - Public Accuracy
Paid Chk# 009225	U.S. BANK EQUIPMENT FINANCE	3/6/2017	\$143.25	Acct#1388554;Lease Payment
Paid Chk# 009226	WELLS FARGO BANK	3/6/2017	\$375.00	Bond Service Fee
Paid Chk# 009227	XCEL ENERGY	3/6/2017	\$8.72	Acct#51-6509820-6 St. Francis
			\$66,853.25	

13. Adjourn

There being no further business before the Town Board, a motion to adjourn was heard.

Motion to adjourn March 6, 2017 Credit River Township Meeting: Supervisor Lawrence

Second: Supervisor Howe

Motion passed: 4-0

The March 6, 2017 Credit River Township Board Meeting was adjourned at 7:35 pm.

Recorded by:

Karen Donovan
Clerk - Credit River Township

Approved by:

Chris Kostik
Chairman
Credit River Township